

(JULY - DEC '59)

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Chief, Management Staff

31 August 1959

Chief, Records Management Staff

Weekly Report for Week Ending 26 August 1959

1. Contributions

a. Tangible

- (1) Two hundred and ninety-one cu. ft. of inactive records were transferred to the Center by eight offices.
- (2) The Records Center destroyed 41 cu. ft. of records, leaving 675 for destruction.
- (3) Completed one new and one revised form; made one form obsolete.
- (4) Completed the review of the FI Records Control Schedule and returned it to the DD/P Records Management Officer. Schedule contained 371 items and disposition instructions as proposed were agreed to on 312. Further discussion is necessary with the people who developed the schedule on the remaining 59 items. We will proceed to clear these up as soon as the DD/P representatives are ready.

b. Intangible

None

2. Assignments - Active

a. Forms

- (1) Eleven new and 13 revised forms in process.
- (2) Teletype Dissemination Information Reports and Systems. Contract for new form awarded.
- (3) Revision of Dispatch Forms. DD/P advised they are working on proposed revisions prior to the next reprinting.
- (4) Improved Management of Stocked Forms. The Supply Division is revising its methods of storing blank forms and, in conjunction therewith, will make other improvements.

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- (5) Improved Management of Stacked Forms.
- (6) New Building Project. Record Control Schedule being typed.
- (7) Expediting Printing of Information Reports.
- (8) Revision of Courier Receipt and Log Record, Form 840. Discussed with OIR representative plan for a course of instruction on the preparation of reports.
- (9) Improvement of Quality of Information Reports Production.

b. Shelf Filing

- (1) Office of Personnel.
- (2) Contact Division
- (3) Office of Security.
- (4) OCR. Aminting arrival of shelving.
- (5) OIR.

25X1

c. Filing Systems

- (1) FAIS.
- (2) Medical Staff.
- (3) File System Clerical Recruitment Branch/CR.
- (4) FE/DD/P. Recommended installing shelving to house reference materials.
- (5) BR/DD/P.
- (6) Watch Officer.

d. Records Control Schedules

- (1) Executive Registry (Revised). Proposed changes referred to ARO for comment.
- (2) FI Staff (New). See 1(a)(b).
- (3) New Building Site. (New)

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- (5) OSI (Revised).

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e. Special Projects

- (1) Revision and Reorder of Overnight Storage Boxes.
- (2) DD/P Support Records.
- (3) Predecessor Agency Records.
- (4) Entrance-on-Duty and Refresher Training in Filing.
- (5) Demonstrator File on Subject-Matter System.
- (6) DD/P Trainees.
- (7) Survey of Unused Safes.

f. Vital Records

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3. How

How.

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Distribution:
Orig - Addressee

25X1